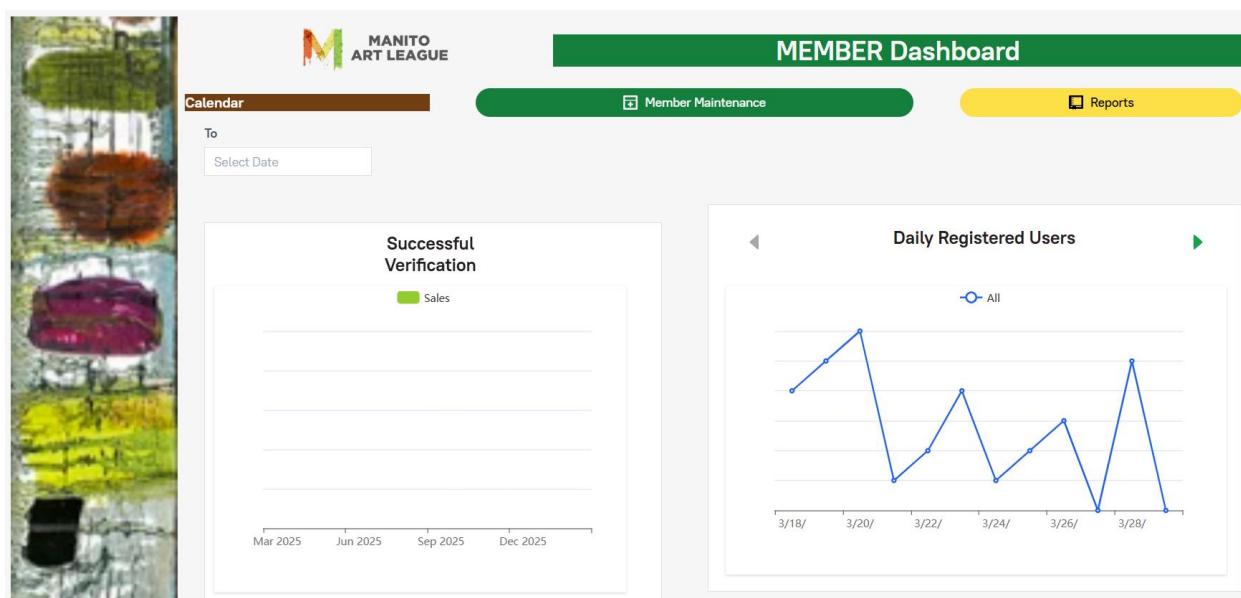




## MEMBERS

**URL to get into your Dashboard page:  
Click the link below to access your page.**

<https://manito-art-league.appspot.com/app/manito-art-league/mdashboard-698b577b61dbe02feb61be27>



### On your Dashboard:

- Click on Member Maintenance button to get into maintenance of the records
- Click on the Reports button to get to the Reports.

### NOTES:

- Data is REAL TIME Data, so make sure what you change is correct for the existing data.
- Deletions are not able to be done at this time. **For any record needing to be deleted, remove the data EXCEPT the Last name, First name.**
- This is LIVE, so data integrity is enabled, so if you see it is not updating, someone else may be updating that record. Try again later.

### RULES ON ENTRY:

- Entering is case sensitive
- All rows do not need to be entered, but each table **will** create an empty record for future use.
- **DO NOT** use PERIODS or COMMAS!!
- State is two letters ex: WI

- **Address** for PO Box is PO Box. Do not separate the PO, no periods. PO Box should be on the first address line. This helps for labels and post office standards.
- IF there is a **PO BOX** address- and other street address – POBox goes in the first address field and street address goes in the second address field. This is helpful for mailing labels for Post office Regulations- POBox first. If not POB, then street address goes in the first address field.
- Yes or No >**DO NOT USE ALL CAPS** = Yes, NOT YES. (This makes things accurate when reporting)
- Phone format = 715-256-9833 USE DASHES
- For those that are NO LONGER MEMBERS or PATRONS. Change the Yes to No Under Member or Patron and clear the year(Mal YR, Patron YR) next to it.
- **YEAR = 4 digits**, NOT 2. (2025)
- Volunteer fields are Years, to keep track of what year they can help (XXXX) Im sure we will be making changes to this in time. But we need to be consistent. This is a text field so if we want to make changes in the future we can.
- Business vs people. Business name goes into the LastName, First name will remain blank and Partner field will have the Full Owner Name.

## MEMBER MAINTENANCE INSTRUCTIONS

### Member Interactive Report- Add, Edit and Delete Records

ADD NEW MEMBER											
	Save	cust_id	Lastname	Firstname	BusinessN...	Partner	Birthdate	Street	Addr2	City	Sta
	S	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230			
	S	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons		POB 857		Manitowish Waters	WI
	S	1	Achauer	Jeaninne				1296 N Whitefish ...		Minocqua	WI
	S	401	Adams-Russell	Peggy				7715 Trout Creek Rd		Rhinelander	WI
	S	2	Addlink	Agnes		Sylvan		7706 Barbara Roa...		Mercer	WI
	S	3	Adler	Lori	Testing			224 E Lullaby Lane		St. Germain	WI
	S	4	Ahlborn	Charles				10175 Lower Road		Arbor Vitae	WI
	S	5	Ahmann	Rosemary				16519 E Fayette ...		Fountain Hills	AZ
	S	6	Ahnen	Wendy				4925 Sherburn Road		Eagle River	WI
	S	7	Alfrey	Christine		Brad		2127 To Tom Dr...		Lac du Flambeau	WI
	S	444	Alfrey	Christine	Christine Alfrey C...			2469 Kalimia Ave		Boulder	CO

### SORTING:

- Click or hover over/on the arrow next to the Field (Up= Ascending, Down=Descending) on any column you want to sort.

The screenshot shows a table with columns: Save, cust\_id, Lastname, Firstname, BusinessN..., Partner, Birthdate, Street, Addr. A context menu is open over the 'Lastname' column header, with options: Sort column ascending (highlighted), Sort column descending, Freeze column left, and Freeze column right.

Save	cust_id	Lastname	Firstname	BusinessN...	Partner	Birthdate	Street	Addr
	399	Aberdeen Restaur...	Larry Voss				PO Box 230	
	400	Ace Hardware Wo...	Milissa Timmons				POB 857	
	1	Jeannine					1296 N Whitefish ...	

## FIND BY LAST NAME, CUSTID or Any field: 2 ways to Search by: - FILTER or SEARCH BAR TO FILTER:

- You can select the person by ID, Last Name or Business Name or Any field
- Click on the filter:
- You have many options here...

The screenshot shows the same table structure as the first one, but with a red circle highlighting the 'Filters' button in the top navigation bar. The 'Filters' button is located next to the 'Search...' input field and the 'Download' button.

Save	cust_id	Lastname	Firstname	BusinessN...	Partner	Birthdate	Street	Addr
	399	Aberdeen Restaur...	Larry Voss				PO Box 230	
	400	Ace Hardware Wo...	Milissa Timmons				POB 857	
	1	Jeannine					1296 N Whitefish ...	

- Select the Attribute (fields/column) you want to find.



ADD NEW MEMBER			
Save		Move	Change column datatype to see filter operators
Where		Attribute	<input type="text"/>
1	cust_id	Num	
401	Lastname	Text	Jeannine
2	Firstname	Text	Peggy
3	BusinessName	Text	Agnes
3	Partner	Text	Lori
4	Birthdate	Text	Charles
5	Street	Text	Rosemary
6	Addr2	Text	Wendy
7	Alferg		Christine

- For Instance, if you want to find a person but not sure on the correct spelling
- You could use “contains”

ADD NEW MEMBER			
Save		Move	Change column datatype to see filter operators
Where		Lastname	<input type="text"/>
			<input type="button" value="contains"/>
1	Achauer		does not contain
401	Adams-Ru		starts with
2	Addink		ends with
3	Adler		is exactly
4	Ahlborn		empty
5	Ahmann		not empty
6	Ahnen		Wendy

- Enter letters of the lastname of the person you are finding and press Apply.

The screenshot shows a database search interface with a search bar at the top containing 'Search...'. Below it is a 'Filters' section with a dropdown set to 'LastName' and an operator 'contains' with the value 'wei'. A red circle highlights the 'wei' input field. To the right of the filters are buttons for 'CLEAR ALL' and 'APPLY', with 'APPLY' also highlighted by a red circle. On the far right, a table titled 'Partner' lists three entries: Larry Voss, Milissa Timmons, and a partially visible entry starting with 'Adams-Russell'. At the bottom left, there are save and search buttons labeled '401'.

- You will see your results.

The screenshot shows the search results for 'Lastname' containing 'wei'. The results table has columns: Save, cust\_id, Lastname, Fristname, BusinessN..., and Partner. Two records are listed: one for 'Weinhammer' (cust\_id 441) and another for 'Weirick' (cust\_id 378). The 'Lastname' and 'Fristname' columns are bolded.

Save	cust_id	Lastname	Fristname	BusinessN...	Partner
	441	Weinhammer	Laurie		
	378	Weirick	Mariah		

- To get back to the full table and see all the records, go back into filters and press CLEAR ALL.
- This will refresh all records back.

The screenshot shows the search interface again, with the 'Lastname' filter still applied ('contains wei'). The 'CLEAR ALL' button is highlighted with a red circle. The 'APPLY' button is also visible to its right. The rest of the interface is identical to the previous screenshot.

- And then click on the X to get out.

Search... Filters Download

Save Move Change column datatype to see filter operators

Where Attribute

	1	Achauer	Jeannine
--	---	---------	----------

## TO USE THE SEARCH BOX: - CustId and LastName for Search Only

- Type in the letters and it will pop in the matching records.

Pages / Member\_Maintenance manitoartleague's

ADD NEW MEMBER

Q Nord X Filters Download

Save	cust_id	Lastname	Firstname	BusinessN...	Partne
	248	Nordby	Kat	Kats Kreations Art ...	
	249	North Lakeland Di...		North Lakeland Di...	John
	40	Borcherdt	Doug		Joa

- Same thing happens when you type in the custid
- The more letters you type in, the more the record will pop to the top
- Click on the “x” to clear the selection

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ADD NEW MEMBER

Q Nord X Filters Download

Save	cust_id	Lastname	Firstname	BusinessN...	Partne
	248	Nordby	Kat	Kats Kreations Art ...	

## EDITING:

- To EDIT a field, Hover over the column and Click on the Arrow next to the column you are changing.

- Make your changes

	1	Achauer	Jeannine		
	401	Adams-Russell	Peggy		
	2	Addink	Agnes		Sylvan
	3	Adler	Lori	Testing	
	4	Ahlborn	Charles		
	5	Ahmann	Rosemary		

- Click SAVE when done Editing
- Changes saved will display when saved is clicked.
- A pop up Update successfully will appear

The screenshot shows a web-based application for managing member records. At the top, there's a navigation bar with a logo and the text "Pages / Member\_Maintenance". Below the navigation is a red header bar with the text "ADD NEW MEMBER". The main area is a table with columns: Save, cust\_id, Lastname, Firstname, BusinessN..., Partner, and Birthdate. The table contains several rows of member data. A success message "Record updated successfully" with a checkmark icon is displayed in a modal window, which is circled in red. The URL in the browser address bar is "https://manitoartleague.com/Member\_Maintenance.aspx".

Save	cust_id	Lastname	Firstname	BusinessN...	Partner	Birthdate
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss	
	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons	
	1	Achauer	Jeannine			
	401	Adams-Russell	Peggy			
	2	Addink	Agnes		Sylvan	
	3	Adler	Lori			
	4	Ahlborn	Charles			
	5	Ahmann	Rosemary			

## ADDING A NEW MEMBER RECORD:

- Click on the ADD NEW MEMBER BUTTON

Pages / Member\_Maintenance

**ADD NEW MEMBER**

Save	cust_id	Lastname
	399	Aberdeen Restaur...

- This will pop up an empty form display to enter the new member
- Please follow the entry RULES on the first page.

**Form**

Last Name	<input type="text"/>
First Name	<input type="text"/>
Partner	<input type="text"/>
Business Name	<input type="text"/>
Birthdate	<input type="text"/>
Street	<input type="text"/>
Addr 2	<input type="text"/>

Firstname

- Jeannine
- Peggy
- Agnes
- Lori
- Charles
- Rosemary
- Wendy
- Christine
- Christine
- Velta
- Meghan
- Laura

Street

- PO Box 230
- POB 857
- 1296 N Whitefish
- 7715 Trout Creek
- 7706 Barbara Ro
- 224 E Lullaby La
- 10175 Lower Ro
- 16519 E Fayette
- 4925 Sherburn R
- 2127 To To Tom D
- 2469 Kalmia Ave
- 5740 N Barrasca
- 10880 Jewel Ro
- 14282 Sugarbush

- Fill in the fields all the way down to the bottom that need to be filled in
- Fill in the needed information down the whole list....

<b>Form</b>	WI
Last Name	Zipcode
Stevens	54548
First Name	Email
Carol	carol.stevens@mac.com
Partner	Hme Phone
Charles	262-644-0456
Business Name	Cell Phone
	262-483-6457
Birthdate	Notes
Street	Business Use
9371 Cartlisle Ct	
Addr 2	Mail Member
	Yes
	Member Yr
	2026

- When you complete all the fields that need to be entered, all the way to the bottom
  - Click Submit

Sec Street

Sec City

Sec State

Sec Zip

Sec Phone

Sec Email

- After Clicking the Submit, it will return you to the screen.

Pages / Member\_Maintenance

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ADD NEW MEMBER

Q Search... Filters Download 447 Records

Save	cust_id	Lastname	Firstname	BusinessN...	Partner	Birthdate	Street	Addr2	City
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230		
	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons		POB 857		Manit
	1	Achauer	Jeannine				1296 N Whitefish ...		Minoc
	401	Adams-Russell	Peggy				7715 Trout Creek Rd		Rhine
	2	Addink	Agnes		Sylvan		7706 Barbara Roa...		Merc
	3	Adler	Lori				224 E Lullaby Lane		St. Gr
	4	Ahborn	Charles				10175 Lower Road		Arbor

- To see the new entry, Search the New Member

Pages / Member\_Maintenance

manitoartleague's apps / Manito Art League

ADD NEW MEMBER

Q Stev Filters Download

Save	cust_id	Lastname	Firstname	BusinessN...	Partner	Birthdate
	448	Stevens	Carol		Charles	
	402	Art Start		Art Start	Traci Stinebrink	
	31	Bissell	Frank Steven Steve			
	109	Farmilant	Elisa		Steven Justin	
	165	Justin	Steven Scott		Elisa Farmilant	

- When done or for reporting – click back to dashboard

MANITO ART LEAGUE

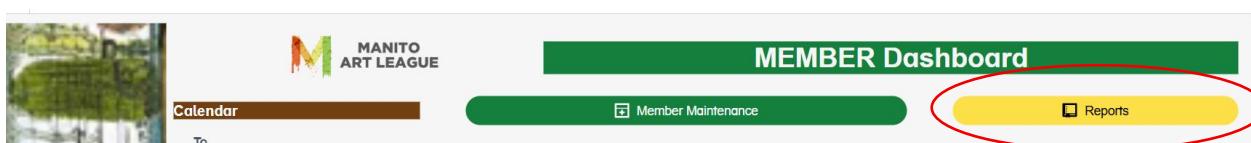
ADD NEW MEMBER

Dashboard

Q Search... Filters Download 450 Records Page 1 of 33

Save	cust_id	Lastname	Firstname	BusinessN...	Partner	Birthdate	Street	Addr2	City
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230		
	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons		POB 857		Manit

- To get to your Reports page, click on the reports button.



- Select the link you want to see in reports.



## REPORTS

Member Dashboard

Current Member Rpt

Report One

- All reports are able to sort, filter, etc.
- Let me know if you want changes to your reports.
- Click Member Dashboard when you want to get back to your dashboard or X out of the browser tab if you are done.



## REPORTS

Member Dashboard

Current Member Rpt

Report One

